

PHAPlans

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: Houma -TerrebonneHousingAuthority

PHANumber: LA090

PHAFiscalYearBeginning:(mm/yyyy) 10/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 86
 - ☐ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction: Improve residents satisfaction measured by Resident Satisfaction Surveys.
 - ☒ Concentrate one effort to improve specific management functions: Unit Inspections, annual recertifications, lease compliance and enforcement,

- marketing and screening procedures, service coordination for elderly, improved public relations.
- ☒ Renovate or modernize public housing units: Through Disaster Grant funding and Energy Performance Contracting opportunities.
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below) Demolish 19 Building to improve site layout and spacing of units. Acquire property adjacent to Prospect Street to improve site.

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach effort to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site -based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☒ Other: (list below) Develop Master Plan for Rebuilding Units, Acquiring Property, and expanding housing choices for residents. Evaluate feasibility of developing housing in outlying areas such as Pointe à la Chene, Montegut, Bourg, Gray, Bayou Black, for elderly/families living in dilapidated or substandard housing

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements: Card Key Access System at Bayou Towers, Additional Police Patrols in Senator Circle.
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☒ Other: (list below) Provide Transportation to families to/from jobs within Parish during times/day transit system is not working. Provide transportation to/from Grocery shopping, prescriptions and the Library for families.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families: Increase working families at both sites. Target 90 families or 15% of units
- ☒ Provide or attract supportive services to improve assistance recipients' employability: Transportation to/from jobs during non-transit hours.
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: Increase the number of Barrier Free Units at Senator Circle through unit conversions. Conduct Outreach for Marketing Program to increase access at various events in the community identified through study.
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: Convert units in Senator Circle to Barrier Free Units. Increase elderly Senator Circle residents to
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☐ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
- ☐ **SmallAgency(<250PublicHousingUnits)**
- ☐ **AdministeringSection8Only**

☒ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

The Houma - Terrebonne Housing Authority has prepared this PHA Plan in compliance with section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local and accountability and an easily identifiable source by which both public housing residents and other members of the public may locate basic PHA policies, rules, and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based upon information contained in the State of Louisiana Consolidated Plan. Utilizing these goals and objectives this housing authority is now striving to assure that our residents receive the best customer service.

The Mission Statement and the Goals and Objectives, as well as excellent customer service, is assisted by the implementation of a series of policies that are currently in development and under revision. Current policies, while under revision, are on display with this Plan, when all are completed they will be available for public review.

The Admissions and Continued Occupancy Plan (ACOP) is the primary policy available. Minor Changes have been made for review during this comment period. The need for these minor changes were identified during the first year this policy was implemented. This important document covers the public housing tenant selection and assignment plan, outreach services, grievance procedures, etc.

The most important challenges met by the Housing Authority during FY2003 include:

- Provide safe and secure housing to lease-abiding residents, by enforcing the lease and proceeding with legal actions, including evictions, for non-lease-abiders.
- Continue implementing Organizational policies, while establishing procedures and improved Management structure to ensure proper staffing and training is put in place to reduce losses and establish public and resident trust.
- Continue Training administrative staff in HUD Regulations and revised policies and procedures, providing more cross training thereby decreasing the potential for a backlog of HUD required actions, i.e., annual recertification, inspections, financial reporting, etc.
- Conduct Outreach efforts to increase applicant pool. Attend Community Events with Information Booths to further public knowledge of our program.
- Train maintenance staff on computer software programs to maintain information and monitor work orders daily. Establish Computer with internet access to Maintenance work area.
- Establish Computer Labs and internet connections between office locations to improve residents services.
- Identifying resources for developing replacement housing in Terrebonne Parish and enhancing the existing housing sites.
- Maintain assistance from Troubled Agency Recovery Center to fast track recovery efforts needed in all areas of operations.

In Closing, this Annual Plan exemplifies the commitment of this Agency to meet the housing needs of the full range of low-income residents. The Housing Authority, in partnership with the local government, the business community, a non-profit community groups, and residents will use this Plan to improve all aspects of the Housing Authority's performance, including improving the residents quality of life.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	20
5. Operations and Management Policies	25
6. Grievance Procedures	26

7. CapitalImprovementNeeds	27
8. DemolitionandDisposition	34
9. DesignationofHousing	35
10. ConversionsofPublicHousing	36
11. Homeownership	37
12. CommunityServicePrograms	39
13. CrimeandSafety	42
14. Pets(InactiveforJanuary1PHAs)	44
15. CivilRightsCertifications(includedwithPHAPlanCertifications)	50
16. Audit	50
17. AssetManagement	50
18. OtherInformation	51

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration **Attachment Pg 56**
- ☒ FY20 03 Capital Fund Program Annual Statement Pg 64
- ☒ Most recent board -approved operating budget (Hard copy mailed to Memphis Troubled Agency Recovery Center)

Optional Attachments:

- ☒ PHA Management Organizational Chart Hard copy mailed
- ☒ FY2003 Capital Fund Program 5 Year Action Plan Pg 32
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan N/A
- ☒ Comments of Resident Advisory Board or Boards (included in PHA Plan text Pg 58)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board - approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIA PBudget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Agency	Service & Self -Sufficiency

1.Statement of Housing Needs

[24CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income ≤ 30% of AMI	1618	5	5	5	5	5	5
Income > 30% but ≤ 50% of AMI	702	5	5	5	5	5	5
Income > 50% but < 80% of AMI	871	5	5	5	5	5	5
Elderly	300	5	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A						
White/Non-Hispanic	N/A						
Hispanic	N/A						
African American	N/A						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: The rate of impact is based upon on-going parishwide efforts to assist families who are in the process of securing safe, decent, affordable housing whether through waiting lists or from within existing resident population.

B. Housing Needsof FamiliesonthePublicHousingandSection8Tenant BasedAssistanceWaitingLists

State the housing needsof the families on the PHA's waiting list/s. **Complete one table for each type of PHA** -
widewaitinglist administered by the PHA. PHAs may provide separate tables for site -based or sub -jurisdictional
public housing waiting lists at the option.

Housing Needsof FamiliesontheWaitingList			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	124		
Extremely low income <= 30% AMI	System being revised to include this data.	System being revised to include this data.	
Very low income (> 30% but <= 50% AMI)	System being revised to include this data.	System being revised to include this data.	
Low income (> 50% but < 80% AMI)	System being revised to include this data.	System being revised to include this data.	
Families with children	63	50%	
Elderly families	13	10%	
Families with Disabilities	23	18%	
White/NonHispanic	39	31%	
Hispanic			
African American	80	65%	
Indian	5	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	61	49%	
2BR	36	29%	
3BR	27	22%	

Housing Needs of Families on the Waiting List			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to open the list in the PHA Plan year? N/A Does the PHA permit specific categories of families on the waiting list, even if generally closed? N/A			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. This will be accomplished through unit conversions.
- ☐ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

☒ Other (list below) Evaluate and analyze existing BR Size and convert units to larger size units to accommodate families from waiting list.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed-finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose voucher targeted to the elderly, should they become available

☒ Other:(listbelow)ConductFeasibilityStudytoevaluateconversionof10efficiency unitstoassistedlivingservicesinBayouTowers.

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- ☐ Seekdesignationofpublichousingforfamilieswithdisabilities
- ☐ Carryoutthomodificationsneededinpublichousingbasedonthesection504Needs AssessmentforPublicHousing
- ☐ Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,shouldthey becomeavailable
- ☐ Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswithdisabilities
- ☐ Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicities withdisproportionateneeds:

Selectifapplicable

- ☐ Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds.
- ☐ Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- ☐ Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyorminority concentrationandassistthemtolocatethoseunits
- ☐ Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- ☐ Other:(listbelow)

OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)

(2)ReasonsforSelectingStrategies

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthestrategiesitwill pursue:

- ☒ Fundingconstraints
- ☒ Staffingconstraints
- ☒ Limitedavailabilityofsitesforassistedhousing
- ☐ Extenttowhichparticularhousingneedsaremetbyotherorganizationsin thecommunity

- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FYB 2003 grants)		
a) Public Housing Operating Fund	\$932,420	PH Operations
b) Public Housing Capital Fund	\$818,000	PH Capital Improvements
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
2.PriorYearFederal Grants(unobligatedfunds only)(listbelow)		
3.PublicHousingDwelling RentalIncome	\$1,052,210.00	PHOperations
4.Otherincome (list below)		
LaundryVending	\$14,400.00	PHOperations
VendingCommissions	\$1,039.00	PHOperations
4.Non -federalsources (list below)		
Totalresources	\$2,818,069.00	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredtocompletesubcomponent3A.

(1)Eligibility

a. Whendoes the PHA verify eligibility for admission to public housing ?(select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: 2 Months
- ☐ Other: (describe)

b. Which non -income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug -related activity
- ☒ Rental history
- ☒ Housekeeping

☐ Other(describe)

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plan to operate one or more site -based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site -based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site -based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site -based waiting lists
- ☐ At the development to which they would like to apply

☐ Other(listbelow)

(3)Assignment

a.Howmanyvacantunitchoicesareapplicantsoordinarilygivenbeforetheyfalltothebottomof
orareremovedfromthewaitinglist?(selectone)

- ☒ One
☐ Two
☐ ThreeorMore

b. ☒ Yes ☐ No: Isthis policy consistent across all waiting list types?

c.Ifanswertobisno,listvariationsforanyotherthantheprimarypublichousingwaitinglist/s
forthePHA:

(4)AdmissionsPreferences

a.Incometargeting:

- ☐ Yes ☒ No: DoesthePHAplantoexceedthefederaltargetingrequirementsbytargeting
morethan40% ofallnewadmissionstopublichousingtofamiliesator
below30% ofmedianareaincome?

b.Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(listbelow)

- ☐ Emergencies
☐ Overhoused
☐ Underhoused
☒ Medicaljustification
☒ Administrativereasons determinedbythePHA(e.g.,to permitmodernizationworkorto
addressemergencies)
☐ Residentchoice:(statecircumstancesbelow)
☐ Other:(listbelow)

c. Preferences

1. ☒ Yes ☐ No: HasthePHAestablishedpreferencesforadmissiontopublichousing(other
than dateandtimeofapplication)?(If“no”isselected,skiptosubsection

(5)Occupancy)

2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthecoming
year?(selectallthatapplyfromeitherformerFederalpreferencesorotherpreferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA - resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Anytime family composition changes
- ☒ At family request for revision
- ☒ Other (list) In advance, for new members, not related by birth, who wish to be added to the lease.

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) development to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and development targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income -mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug -related activity only to the extent required by law or regulation
- ☐ Criminal and drug -related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug -related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug -related activity
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☐ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project -based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**) -based

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and soon. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability

- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- ☐ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusion policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☒ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other (describe below)

Family members other than heads of households working while attending Technical School/college.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents

- ☐ 75percentofoperatingcosts
- ☐ 100percentofoperatingcostsforgeneraloccupancy(family)developments
- ☐ Operatingcostsplusdebtservice
- ☐ The“rentalvalue”oftheunit
- ☐ Other(listbelow)

f.Rentre -determinations:

1.Betweenincomereexaminations,howoftenmusttenantsreportchangesinincomeorfamil
compositiontothePHAsuchthatthechangesresultinanadjustmenttorent?(selectallthat
apply)

- ☐ Never
- ☐ Atfamilyoption
- ☐ Anytimethefamilyexperiencesanincomeincrease
- ☒ Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor
percentage:(ifselected, specifythreshold)_\$100permonth
- ☒ Other(listbelow)Anytimefamilycompositionchanges.

g. ☐ Yes ☒ No:DoesthePHAplantoimplementindividualsavingsaccountsforresidents
(ISAs)asanalternativetotherequired12monthdisallowanceofearned
incomeandphasinginofrentincreasesinthenextyear?

(2)FlatRents

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuset
establishcomparability?(selectallthat apply.)

- ☐ Thesection8rentreasonablenessstudyofcomparablehousing
- ☒ Surveyofrentslistedinlocalnewspaper
- ☐ Surveyofsimilarunassistedunitsintheneighborhood
- ☐ Other(list/describbelow)

B.Section8Tenant -BasedAssistance

Exemptions:PHAsthatdonotadministerSection8tenant -basedassistancearenotrequiredto completesub -
component4B. **Unlessotherwise specified,allquestionsinthissectionapplyonlytothete nant-basedsection8
assistanceprogram(vouchers,anduntilcompletelymergedintothevoucherprogram,certificates).**

(1)PaymentStandards

Describethevoucherpaymentstandardsandpolicies .

a.WhatisthePHA’spaymentstandard?(selectthecategorythatbestdescribesyourstandard)

- ☐ Aorabove90%butbelow100%ofFMR

- ☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstance below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
☐ Rent burden of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

— List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	587	90
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	587	
Other Federal Programs (list individually)		
Capital Funding Program	587	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Dwelling Lease
- Waiting List Policy
- Criminal, Drug Treatment and Registered Sex Offenders Classification Records Management Policy
- Admissions and Occupancy Policy and Tenant Selection and Assignment Plan
- Maintenance Charge List
- Maintenance Policy
- Grievance Policy and Procedures
- Equal Employment Opportunity Policy
- Procurement Policy
- Finance Policy
- Open Meetings Act (LAREVISED STATUTES SECTION 42:4.1 Through 13)
- Utility Policy
- Personnel Policy
- Risk Control Policy

(2) Section 8 Management: (list below)

N/A

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 PHAs are exempt from sub -component 6A. -Only

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub -component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

The projected BLI percentage breakdown is as follows:

1406 10%
1408 10%
1410 5%
1430 8%
1460 29%
1465 18.3%
1470 5%
1475 4.3%
1485 7%
1495 3%

Currently the Houma Terrebonne Housing Authority has the following open Capital Grants:

Grant Year	Budget Amount	Funds Obligated	Annual Statement Attached
CFP2000	\$1,100,863	\$1,100,863	Yes
CFP2001	\$1,123,399	\$1,123,399	Yes
CFP2002	\$816,866	\$818,866	Yes

The annual statement for Fiscal Year 2003 is a projection based on FY 2002 funds received. HA has not been advised of the amount they will receive for FY 2003.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment Louisiana

-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

Component 7
Capital Fund Program Annual Statement
Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number LA48P090501 -03FFY of Grant Approval: (10/2003)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	\$81,800
3	1408 Management Improvements	\$80,000
4	1410 Administration	\$40,900
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$65,400
8	1440 Site Acquisition	
9	1450 Site Improvement	

10	1460DwellingStructures	\$237,400
11	1465.1DwellingEquipme nt-Nonexpendable	\$150,000
12	1470NondwellingStructures	\$42,500
13	1475NondwellingEquipment	\$35,000
14	1485Demolition	\$60,000
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	\$25,000
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	AmountofAnnualGrant(Sumoflines2 -19)	\$818,000
21	Amountoffline20RelatedtoLBPAactivities	
22	Amountoffline20RelatedtoSection504Compliance	\$50,000
23	Amountofl ine20RelatedtoSecurity	\$180,000
24	Amountoffline20RelatedtoEnergyConservation Measures	\$250,000

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
LA090HAWIDE	Operations	1406	81,800
LA090HAWIDE	ManagementImprovements	1408	80,000
	Security Improvements		
	Resident Learning Program		
	Economic Uplift Services		
	Staff Training		
LA 090 HA WIDE	Administration	1410	40,900
	Technical Salaries		
	Employee Benefits		
LA 090 HA WIDE	FEES AND COSTS	1430	65,400

LA 090 HA WIDE	Youth Build Program	1460	35,000
LA 090 SC (1)	Senator Circle Renovations	1460	202,400
LA 090 BT(2)	Emergency Fire Alarm/Nurse Call System	1465.1	150,000
LA 090 HA WIDE(3)	Office Renovations and Expansion	1470	42,500
LA 090 HA WIDE	Office Equipment	1475.1	35,000
LA 090 SC(4)	Demolition Costs	1485	60,000
LA 090 SC	Relocation Costs	1495.1	25,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
HA-WIDE	9/30/05	9/30/06

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund?
(if no, skip to sub -component 7B)

b.If yestoquestiona,selectone:

- ☐ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-Or-

- ☒ The Capital Fund Program 5 - Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert there)

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA090-001	Senator Circle		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements			
1) Vacancy Reduction Plan		100,000	FY2006
2) SC Unit Renovations (5 Units)		342,600	FY2006
3) Energy Performance Improvements		100,000	FY2004
Management Improvements			
1) Master Plan.		125,000	FY2005
2) A/E Design		19,650 eayr	FY2004 -2007
3) Community Services Coordination		25,000 eayr	FY2004 -2007
4) Resident Program Service Coordination		20,000 eayr	FY2004 -2007
5) Staff Training		25,000 eayr	FY2004 -2007
Total estimated cost over next 5 years		986,200	

Optional 5 -Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA090-001	Bayou Towers		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements			
1) Roof Replacement (Replacement Reserves)		750,000	FY2005
2) Door Access and Fire Alarm Upgrade		200,000	FY2005
3) Energy Performance Improvements		500,000	FY2004
4) Office Renovations and Expansion		50,000	FY2005
5) Elevator Upgrades		75,000	FY2006
6) BT Unit Renovations/504 Compliance /Upgrades		250,000	FY2006
Management Improvements			

1) MasterPlan 2) A/EDesign 3) ResidentProgramServiceCoordination 4) StaffTraining	125,000 19,650eayr 20,000eayr 25,000eayr	FY2005 FY2004 -2007 FY2004 -2007 FY2004 -2007
Totalestimatedcostovertnext5years	2,168,600	

B.HOPEVIandPublicHousingDevelopmentandReplacementActivities (Non-CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministering publichousing.IdentifyanyapprovedHOPEIand/or publichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFundProgramAnnualStatement.

- ☐ Yes ☒ No:a)Has the PHA received a HOPEVI revitalization grant?(if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No:c) Does the PHA plan to apply for a HOPEVI revitalization grant in the Plan year?

If yes, list development name/s below:

- ☐ Yes ☒ No:d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

- ☒ Yes ☐ No:e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

Senator Circle Replacement Housing will be evaluated based upon funding available when Demolition, Conversion, and Replacement Housing Factor Applications are approved.

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Senator Circle
1b. Development (project) number : LA48P09001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted , or planned for submission: (05/29/03)
5. Number of units affected: 64
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/1/03 b. Projected end date of activity: 3/30/05

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by

theelderlyfamiliesoronlybyfamilieswithdisabilities,orbyelderly familiesandfamilieswithdisabilitiesorwillapplyfordesignationfor occupancybyonlyelderlyfamiliesoronlyfamilieswithdisabilities,orby elderlyfamiliesandfamilieswithdisabilitiesasprovidedbysection7of theU.S.HousingActof1937(42U.S.C.1437e)intheupcomingfiscal year? (If“No”,skiptocomponent10.If“yes”,completeoneactivity descriptionforeach development,unless thePHAiseligibletocompletea streamlinedsubmission;PHAscompletingstreamlinedsubmissionsmay skiptocomponent10.)

2.ActivityDescription

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below .

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)
Approved; included in the PHA's Designation Plan <input type="checkbox"/>
Submitted, pending approval <input type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one)
<input type="checkbox"/> New Designation Plan
<input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHA completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

CONVERSION PLAN

The Houma Terrebonne Housing Authority is not required under the 1996 HUD Appropriations Act, nor does the housing authority intend, to cover any of the public housing units/buildings/developments to tenant-based assistance.

Further, the Houma Terrebonne Housing Authority is not considering conversion of additional public housing units/building/developments. Final decision about application for conversion will occur upon issuance of the final regulations regarding voluntary conversion.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI revitalization plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description
--

(Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance -N/A

1. ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b.PHA establishedeligibilitycriteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self -sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare -to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non -housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation

☐ Other policies (list below)

b. Economic and Social Self-Sufficiency Programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
Head Start Program Educational Program for 2-4 year old. Located in Senator Circle	35	Available to all Senator Circle Families	Lefourche Head Start Program Senator Circle M/M Administration Office	Public Housing
Transportation Passes Day Passes through Safe Passage Program. Located in Senator Circle and Bayou Towers	600	Available to All Residents seeking employment, Education, or as transportation to jobs and other.	Senator Circle M/M Administration Office, Senator Circle Resident Council.	Public Housing
Bridges Recovery Support Program for individuals pursuing dreams and goals through Education and Support Classes are conducted at Bayou Towers. Computer Lab	600	Available to All residents	Louisiana Office of Mental Health Mental Health Association of Greater Baton Rouge Both Housing Authority Office Locations	Public Housing
Council On Aging Elderly Social Services Bayou Towers	600	Available to All Elderly Residents at both Sites	Terrebonne Parish Council on Aging	Public Housing
Youth Sports Program – Transportation assistance for participants.	100	Available to all Residents participating in Recreation Program	Mechanicville Gym Recreation District	Public Housing

LearningLab –Computer lab/TutoringProgram	600	Availabletoboth sites	BayouTowersand SenatorCircle	PublicHousing
TransportationServices - Ride to jobs during non -transit hours/days	600	AvailabletoBoth Sites	BayouTowers/Senator Circle	PublicHousing
Elderly/Handicapped/Disabled TransportationServices – Shopping-Prescriptions-	400	AvailabletoBoth Sites	BayouTowersand SenatorCircle	PublicHousing

(2) Family Self Sufficiency program/s -N/A

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Community Service Policy

(as incorporated into the Admissions and Continued Occupancy Policy, and as required by HUD Notice PIH2003 -17(HA) issued June 20, 2003)

HTHA Community Service and Self-Sufficiency Programs

Implementation of Public Housing Resident Community Service Requirements

The Houma Terrebonne Housing Authority (HTHA) has taken the following steps:

1. HTHA has already incorporated the Community Service requirements into their Board Approved Admissions and Continued Occupancy Policy.
2. Utilizing a review of all resident files and obtaining any necessary assistance from TANF agencies, the authority shall verify requirements or exempt status of each adult family member.
3. HTHA shall provide written notification to each adult family member as to status: Community Service/Self Sufficiency exempt. Notifications shall describe the service requirement obligations.
4. HTHA shall identify program administrator. Third party duly elected resident councilor, the authority itself. Adult family members required to perform Community Services shall obtain from the Program Administrator signed certification of compliance to be verified by the Authority at least 30 days before the renewal of the lease agreement.
5. Specific activities available to fulfill the Community Services requirements and such corresponding third party entities (schools, churches, hospitals, etc.) providing these activities shall be identified and made available to those adult family members who must fulfill the requirements of the Community Services/Self Sufficiency Program.
6. Community Services activities identified by the HTHA include, but are not limited to:
 - Neighborhood Watch
 - In-School teacher's aid
 - Community volunteer (homeless shelter, blood bank, hospital)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the area surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti

- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Both

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime -and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at -risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below): **Weed and Seed Program Participation**

2. Which developments are most affected? (list below)

Both

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action

- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above baseline law enforcement services -
- ☒ Other activities (list below): **Weed and Seed Program Participation**

2. Which developments are most affected? (list below)

Both

D. Additional information as required by PHDEP/PHDEP Plan -N/A

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.79(n)]

Houma Terrebonne Housing Authority Pet Policy

OVERVIEW

This policy details the requirements for a tenant to keep a pet in a Houma Terrebonne Housing Authority (HTHA) apartment. A tenant will not keep a pet in their apartment without prior written permission from HTHA.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability (See Rule 22 below). However, the pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct which disturbs other tenants or threatens the physical or social environment.

REQUIREMENTS

The HTHA will utilize the following procedures in implementing the pet policy.

Obtaining HTHA Permission : If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, HTHA will meet with the prospective pet owner and explain the Authority policy and review the pet rules. If HTHA finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Authority a completed Pet Permit and Agreement Form, and pay the required security deposit.

HTHA reserves the right to deny permission to house pets which are or may be in the sole judgement of the Authority vicious or dangerous, or which are large in stature exceeding 15 pounds in weight.

Failure to Obtain Written Permission If a tenant has not obtained written permission to keep a pet but does so anyway, the HTHA will seek to evict the tenant. If HTHA finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or common area, HTHA will have the pet removed.

Complaints Against Pet Owners : In the event of complaints against an approved pet owners, the HTHA shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, HTHA shall impose fines in accordance with Rule 21 below.

If there are three violations, HTHA may, at its sole discretion, notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both. Any unresolved complaints may be the subject of a grievance by the tenant under established grievance procedures. Except, animals deemed "vicious" by HTHA that must be removed from HTHA property pending any grievance.

Amending Pet Rules : The pet policy and rules may be changed at any time by HTHA provided that the tenants are given an opportunity to comment and with thirty (30) days advanced notice.

RULES

- 1) Any tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with HTHA staff and submit a photo of the pet and other required documentation.
- 2) If approved by the Authority, a Pet Permit and Agreement (Amendment of Dwelling Lease), shall be signed immediately by the tenant, with original to the tenant file and a copy in a general pet file. The Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.
- 3) **Only common household pets are permitted** . Common "household" pets shall be limited to domesticated dogs, cats, fish, birds, and turtles that are traditionally kept in the home rather than for commercial or other purposes.

- 4) The tenant is required to provide a picture of the pet(s).
- 5) The number and size of the pet(s) is limited to one type of pet as follows:
 - a) Dogs and cats - limit of one dog or cat per household - Dogs cannot exceed 15 pounds; or
 - b) Birds - limit of two per household, no larger than a cockatiel - Birds must be kept in a cage at all times; or
 - c) Fish - limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or
 - d) Turtles - no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.
 - e) Any other pet approved by HTHA that does not threaten the health, safety, and welfare of others.
- 1) All dog and cat owners must present proof that their pet is registered with the Terrebonne Parish and identification tags must be worn at all times.
- 2) The tenant must be able to maintain control over their pets.
- 3) Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.
- 4) No chaining of unattended dogs permitted at any time.
- 5) Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so is considered a violation of these pet rules and a \$50.00 fine will be assessed. Units, yards, and HTHA property must be kept free of odors, insect infestation and pet feces, urine, waste, and litter.
- 6) Cat litter boxes are required, and must be maintained in a sanitary manner and be kept free of odors and insect infestation.
- 7) Dogs and cats must be inoculated, and neutered dogs sprayed with proof of licensing and inoculations and the name of the veterinarian provided to HTHA. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations. These documents will be placed in the tenant file along with a fully executed pet agreement.
- 8) Any animal that is used to threaten either people or other animals or does threaten to attack or attacks will be deemed "vicious" and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted.

- 9) HTHA, at its sole discretion, may randomly and periodically inspect the unit of pet owners with appropriate notice to ensure compliance.
- 10) Pets must be restrained and prevented from digging, gnawing, chewing, scratching, or otherwise defacing property including doors, walls, windows, floors, and wall coverings, other units, common areas, buildings, landscaping, or shrubs.
- 11) No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.
- 12) Pet owners shall be liable for damage caused by their pets, HTHA shall require a non-refundable nominal fee of \$300.00 per pet.

If the tenant's nominal fee and pet deposit does not cover the damages, management and the tenant will agree on a payment plan to pay for the damages as well as replacement of the pet deposit. Existing HTHA residents can pay their nominal fee and pet deposit in three installments.

The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by HTHA. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulations of pets.

- 13) Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their units for 24 hours or more. The Pet Permit and Agreement require tenants to provide HTHA with the name and phone number of a relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The HTHA reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.
- 14) HTHA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal. If HTHA is unable to perform necessary work in the unit due to an unattached animal, the tenant may be terminated and evicted for failure to allow HTHA access to the unit.
- 15) Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of other tenants to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or HTHA staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and HTHA may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.

- 16) The HTHA may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the HTHA will send the owner a written warning and a \$50.00 fine will be assessed. The fine is in addition to any necessary costs of repairs. The HTHA may assess additional \$50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.
- 17) Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide HTHA with:
- a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and
 - b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.
- 1) Visiting pets are only allowed with permission from the Executive Director and are subject to all of these above conditions. Any visiting pet that is in residence for more than 14 consecutive days shall no longer be considered visiting, but a permanent pet. In this instance, the pet must be registered with the HTHA and a non-refundable nominal fee is required. All rules and regulations set forth in the policy governing permanent pets shall apply.
- 2) These Pet Rules are posted in the HTHA management office and are incorporated by reference into the Lease.

Houma Terrebonne Housing Authority

PET PERMIT AND AGREEMENT

I acknowledge that I have read, understand and agree to comply with all aspects of HTHA's Pet Policy.

I also understand that I must give to HTHA the name of an individual or Authority who will be contacted should I become incapable of caring for my pet(s) because of illness, incapacitation or death. That person or Authority is:

NAME

ADDRESS

PHONE NO.

The pet I wish to keep in my dwelling unit is:

(1)

(2)

DESCRIPTION

DESCRIPTION

NAME

NAME

DATE

DATE

HTHA REPRESENTATIVE

RESIDENT

RESIDENT

15.CivilRightsCerti fications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewiththe
PHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. ☒ Yes ☐ No: IsthePHArequiredtohaveanauditconductedundersection
5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?
(Ifno,skiptocomponent17.)
2. ☒ Yes ☐ No: Wasthemostrecentfiscalauditsubm ittedtoHUD?
3. ☒ Yes ☐ No: Werethereanyfindingsastheresultofthataudit?
4. ☒ Yes ☐ No: Iftherewereanyfindings,doanyremainunresolved?
Ifyes,howmanyunresolvedfindingsremain?__2__
5. ☒ Yes ☐ No: HaveresponsestoanyunresolvedfindingsbeensubmittedtoHUD?
Ifnot,whenaretheydue(statebelow)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Se ction8OnlyPHAsarenotrequiredto completethiscomponent.High
performingandsmallPHAsarenotrequiredto completethiscomponent.

1. ☐ Yes ☒ No: IsthePHAengaginginanyactivitiesthatwillcontributetothelong -term
assetmanagementofitspublichousingstock,includinghowtheAgency
willplanforlong -termoperating,capitalinvestment,rehabilitation,
modernization,disposition,andotherneedsthathave **not**beenaddressed
elsewhereinthisPHAPlan?
2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthatapply)
☒ Notapplicable
☐ Privatemanagement
☐ Development-basedaccounting
☐ Comprehensivestockassessment
☐ Other:(listbelow)
3. ☐ Yes ☒ No: HasthePHAincludeddescriptions ofassetmanagementactivitiesinthe
optionalPublicHousingAssetManagementTable?

18.OtherInformation

[24CFRPart903.79(r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached as Attachment (Filename)
☒ Provided below: Comments were received as part of the Comprehensive Physical Needs Assessment that related to physical improvements at both sites. Need s Assessment has been incorporated through the planning of Capital Funding Program projects.

3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe) Parish President requested names of interested residents willing to serve on the Board of Commissioners from both housing sites.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant assistance) -based
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list) Parish President appointed individual to serve on Board

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Follow Up Plan:

Communication: The Administration will improve communication to residents through the development of an interactive Web Page, Monthly Calendar, Quarterly Meetings and Resident Council Training Activities. Monthly meetings have commenced and are on-going to improve communications. Proper notification of residents when maintenance or modernization activities are planned are posted and mailed to residents. Bulletin Boards are maintained and updated at both sites to inform residents of meetings, upcoming events and other announcements. Rental Receipts have monthly messages posted with reminder notices and other important messages.

Safety: Site lighting has been a primary concern for residents at both sites. All site lights have been repaired and are now monitored on a weekly basis. Neighborhood Watch Committee is currently being established. Security improvements have been included in our Capital Fund Program. Energy Performance Contract and will include Site Lighting, Card Key Access system for Bayou Towers will be some of the features included. We will also develop a Security Strategy in conjunction with the local police department to increase police presence in the Senator Circle Site and to provide access to the Police Department for surveillance purposes. Improved residents screening efforts have been implemented which include home call visits, orientation sessions, and follow up inspections after new applicants have been admitted to the program.

Neighborhood Appearance: The Housing Authority purchased upgraded equipment for lawn maintenance and parking lot upkeep. Lease Enforcement has been a challenge and will continue to improve with staff training. Improved pest control application for indoor pests has been implemented and proven to be an excellent solution with the increased housekeeping inspections and stricter lease enforcement.

Follow-Up Plan for 2003 Agency Plan Annual Submission

Maintenance and Repairs:

- 1) The HTHA will perform Quality Control Follow-up calls on random maintenance Repair Orders.
- 2) The HTHA will streamline inventory parts for ease in repair of routine items.
- 3) The HTHA will computerize UPCS Inspection to enable print out of repairs directly to W.O. Clerk.

Communication:

- 1) The HTHA will distribute a monthly calendar informing residents of meeting dates, and other important information.
- 2) The HTHA will send out regular updates on projects for informational purposes.
- 3) The HTHA will establish a Web Page to enable residents to access information to HTHA Operations and to provide an opportunity to direct questions or concerns about their housing directly to their manager.
- 4) The HTHA will provide an updated phone system with Voice Mail to enable residents to leave messages if their Manager is not available or to leave messages after hours.
- 5) The HTHA will provide after hour emergency work order service through the Courtesy Clerk position.

Safety:

- 1) The HTHA will work to establish a Security Strategy with the HPD.
- 2) The HTHA will encourage the formation of Neighborhood Watch Committees.
- 3) The HTHA will provide priority service to site lighting.

Services:

- 1) The HTHA will provide professional, courteous services at all times.

- 2) TheHTHAwillprovidereferralservice stoootherParishProgramsorCommunityServicestoenhance
theresident'shousingexperience.
- 3) TheHTHAwillencourageaselfsufficientenvironmentforResidentProgramServices.
- 4) TheHTHAwillactivelyseekoutpartnershipopportunitiestoimproveserviceaccessforresidents.

DevelopmentAppearance:

- 1) TheHTHAwillenhancethesitesthroughplantingsandotherlandscapeprojects.
- 2) TheHTHAwillenhancesitelightingatbothsites.
- 3) TheHTHAwillimprovetheDevelopmentappearancethroughstricterleaseenfor cementfornon -
workingvehiclesandimproperlyparkedvehicles.

OverallSatisfaction:

- 1) TheOverallSatisfactionwillbemeasuredannuallythroughthedistributionofCustomerSatisfaction
Surveysdistributedeachyear.

SpecificTaskstobeaccomplished:

- Task1: Seekinputfromresidentleadership&residentgroupsonideasforfollowupplanduringAgency
PlanCommentPeriod.
- Task2: Includeadatacollectionprocessforon -goingmeasurementofthelevelofcustomersatisfaction.
- Task3: Afterallco mmentsonPlanhavebeenreceived,developimplementationplantoaddressall
projectswithintheFiscalYear.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

CRITERIA FOR SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENTS

The Houma Terrebonne Housing Authority (HTHA) definition of substantial deviation and significant amendments or modifications is as follows:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which also requires formal approval of the Board of Commissioners. Ordinary changes in operating policies and procedures will not be considered to be substantial deviations or significant amendments or modifications, nor will changes in the lease or other policies so long as these policies affecting residents have been exposed to the posting and comment process. Additionally, any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**DE-CONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUMA-TERREBONNE HOUSING AUTHORITY**

The PHA's admission policy is designed to provide for poverty and income mixing by bringing higher tenants into lower income projects and lower income tenants into higher income projects. The projects to be affected are those occupied predominately by families with children.

Gross annual income is used for income limits at admission and for income mixing purposes.

Skipping of a family on the waiting lists specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's de-concentration efforts.

The PHA will use the gathered tenant income information in its assessment of its public housing development to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its de-concentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the PHA will evaluate the change to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the PHA has met the de-concentration goals and the project needs no particular designation.

De-Concentration and Income Mixing Goals

Admission policies related to the de-concentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve de-concentration and income mixing in its developments.

The PHA's income mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA. (Skipping must be adopted by the PHA to the extent necessary to implement Statute 903.7(c).

The PHA's income mixing goal, in conjunction with the requirements to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages.

For higher income projects, an occupancy rate of 40% very low and extremely low-income families.

For lower income projects, an occupancy rate of 30% families at or above the low-income limit.

In each fiscal year, the PHA will strive to achieve the following goals for de-concentration of poverty and income mixing.

Increase of 2 lower income families into higher income developments.

Increase of 5 higher income families into lower income developments.

In the income fiscal year, the PHA will target the following developments for de-concentration and income mixing to achieve the goals stated above: ALL

The PHA will add additional sites to its development. -concentration goal each year until it has been met its desired goals for all

Houma-Terrebonne Housing authority
Public Hearing
July 15, 2003
12:00p.m.

A public hearing for the Houma - Terrebonne Housing Authority was held on July 15, 2003 in the Bayou Towers Library located at 7491 Park Avenue, Houma, Louisiana.

Executive Director, Judith Escamilla stated that the purpose of the hearing was to officially close the 45 -day comment period regarding the Houma - Terrebonne Housing Authority's Agency Annual Plan for the Fiscal Year 2003. As required by law the comment period and Public Hearing were advertised in the newspaper. Three (3) Resident Advisory Meetings were held to encourage resident participation and comments for the 2003 Agency Plan. No comments were received during the forty -five day comment period. Director Escamilla explained that the 2003 Agency Plan will be submitted to HUD and presented at the Regular Board Meeting to be held on Thursday, July 31, 2003 at 5:00p.m.

A report on Progress of Meeting the 5 year plan goals and objectives was made along with updates on use of Replacement Reserves.

A request was made to hear if there were any comments. Hearing no comments, Director Escamilla closed the Public Meeting at 12: 30p.m.

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

All residents are eligible members of the RAB. No residents were prevented at participating. It was agreed that once active resident councils were formed, that the councils would assist in establishing the Advisory Board. As such the following information is provided to describe the process used to obtain the residents with information on this plan.

Resident Advisory Board Meetings dates, Resident names, and addresses that were in attendance:

Date: Tuesday, June 10, 2003 4:00p.m.

Location: Senator Circle

Residents: No one showed for this meeting.

Date: Wednesday, June 11, 2003 4:00p.m.

Location: Bayou Towers

Residents:

Lorena Gold Apt. 922		Bayou Towers
Elsie Bergeron	Apt. 804	Bayou Towers
Margie Parker	Apt. 807	Bayou Towers
Joyce Tipton	Apt. 708	Bayou Towers
Dee Leidenheimer	Apt. 1129	Bayou Towers
Howard Furmage	Apt. 1029	Bayou Towers
Hazel Harris	Apt. 825	Bayou Towers
Irene Hoglind	Apt. 314	Bayou Towers
Paul Gregoire	Apt. 207	Bayou Towers
Angilique Trahan	Apt. 411	Bayou Towers
Shirley Trahan	Apt. 428	Bayou Towers
Eula Monroe	Apt. 513	Bayou Towers
Lee Ida Rodrigue	Apt. 523	Bayou Towers
Nettie Zeringue	Apt. 507	Bayou Towers

InezLebouef
EmeraldSolet
FlorenceDomangue
MargaretOwens

Apt.801 BayouTowers
Apt.1030 BayouTowers
Apt.315 BayouTowers
Apt.527 BayouTowers

Date:Saturday,June14,20039:00a.m.

Location:BayouTowers

Residents:

MyrtleRieve

DeeLeidenheimer
JoyceTipton
WilbertFalgout
YvonneWest
FlorenceDomangue
AlbertVerdin
ToniOrgeron
RoyBoudreaux
GeraldBergeron
MaryEllenBreaux
EulaMonroe
DavisCuneo
TonyGalliano
WilbertFalgout

Apt.1128 BayouTowers
Apt.1129 BayouTowers
Apt.702 BayouTowers
Apt.616 BayouTowers
Apt.403 BayouTowers
Apt.315 BayouTowers
Apt.1006 BayouTowers
Apt.606 BayouTowers
Apt.412 BayouTowers
Apt.1015 BayouTowers
Apt.810 BayouTowers
Apt.513 BayouTowers
Apt.901 BayouTowers
Apt.1017 BayouTowers
Apt.616 BayouTowers

Residentssubmittingcomments:None

PROGRESS IN MEETING THE 5 -YEAR PLAN MISSION AND GOALS

- 1) PHA Goal: Expand the supply of assisted housing

Objectives:

 X Reduce public housing vacancies:

The Housing Authority has reduced vacancies through Modernization by placing units scheduled for modernization on a "Mod -Hold" status that reduces vacancies by temporarily putting units in a status of "Unavailable for rent". Tropical Storm Isidore and Hurricane Lillie damaged more than 50% of available units in Senator Circle. Disaster Grant funds have been received and are currently being administered to put back online units damaged after renovations have been completed.

- 2) PHA Goal: Improve the quality of assisted housing

Objectives:

 X Improve public housing management : **(PHAS score) Achieve a passing score.**

This Goal has been achieved!!!! Current PHAS Score is 86 as reported by REAC

 X Increase customer satisfaction: **Improve resident satisfaction by measured by Resident REAC Satisfaction Surveys. Consolidate management office to provide better service to resident with adequate staffing levels.**

Resident Satisfaction has greatly improved through improved communication and establishment of effective Resident Councils. REAC Survey scores have increased greatly and are hereby reported as follows:

2001 6.9 out of 10 possible points

2002 9 out of 10 possible points

 X Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **All management areas need improvement: Finance, admissions, maintenance, inspections, annual recertifications, rent collections, lease compliance and enforcement, resident services, security, etc. Reduce audit findings relating to financial management areas. Reduce cash shortages/overages through improved staffing and training. Provide an Annual Report to the Local Government identified improved areas of specific management functions to establish Public Trust and Accountability.**

All Policies and Procedures have been updated. Annual Report has been provided to Parish Administration. All Financial Audit Findings have been cleared. Only 2 minor audit findings remained this year and have since been resolved.

- x Renovate or modernize public housing units: **Both sites need extensive modernization and renovation in order to bring them to current market conditions. New comprehensive modernization plan to be developed identifying a five year plan to renovate both properties completely utilizing Capital Funding Program and other alternative funding sources. First efforts will be on improving site security and safety improvements at both sites.**

Comprehensive Needs Assessment has been completed. Disaster Grant Funds and Energy Performance Contract Programs have been applied for to implement over 50% of stated needs in the Physical Assessment.

- 3) x PHA Goal: Provide an improved living environment
Objectives:

- x Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Improve units (i.e., security and modernization program) will improve marketability of both sites by higher income households.**

Security Enhancements have been made to both sites to improve security. Modernization has been put on a fast track to create a maximum impact with minimum resident disruption.

- x Implement public housing security improvements: **Improve site lighting at both developments through partnership with local government for on-going maintenance of site lighting. Increase involvement in existing Weed & Seed initiatives in Senator Circle. Develop Memorandum of Understanding to establish partnership with Sheriff's Narcotics Divisions and Crime Task Force. Develop Memorandum of Understanding with local Police and Fire Departments to improve emergency services and to develop partnerships.**

Partnerships have been developed with Police Departments and local Weed and Seed Initiatives. Newly formed Resident Councils have been working in a positive manner to increase security at both sites. Planned Modernization projects will also greatly improve security measures.

- x Other: **The PHA will begin to enforce the lease (One Strike you're Out Policy, Housekeeping Standards, Loitering, etc.) and take appropriate eviction actions when necessary to eliminate lease violators and drug/gang/criminal activity from the sites so that lease-abiding residents can enjoy a safe housing environment.**

- Strict lease enforcement efforts are in place and have assisted the Administrative Operations at improving management capabilities.
- 4) x PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- x Provide or attract support services to improve assistance recipients' employability: **The PHA will work with local government to establish extended care program for residents households enrolled in HEADSTART Programs.**
- 5) X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- x Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: **Increased marketing efforts will be undertaken to improve public awareness of Public Housing Programs. Pre-Applications will be provided to Police and Fire Departments, Medical Facilities and Faith-Based Organizations to increase awareness.**
- Staff are currently working on Marketing efforts and are participating with Resident Councils to improve Public Relations at both sites. Improved Public Relations will improve Public Awareness of four programs.
- x Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: **Increased marketing efforts will be undertaken to improve public awareness of Public Housing Programs. Pre-Applications will be provided to Police and Fire Departments, Medical Facilities and Faith-Based Organizations to increase awareness.**
- Staff are currently working on Marketing efforts and are participating with Resident Councils to improve Public Relations at both sites. Improved Public Relations will improve Public Awareness of four programs.

Houma Terrebonne Housing Authority

Agency Plan Component 10(B) Voluntary Conversion Initial Assessment

A. How many of the PHA's developments are subject to the Required Initial Assessments?

- Two public housing developments are subject to the required initial assessment.

LA090001 Senator Circle (300 units)

LA090001 Bayou Towers (300 units)

A. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

One

B. How many Assessments were conducted for the PHA's covered developments?

- One assessment is conducted for Senator Circle

A. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment.

- The PHA has determined that conversion is not appropriate for any developments at this time.

A. If the PHA has not completed the Required Initial Assessment, describe the status of these assessments.

Not Applicable

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number LA48P090501 -03FFY of Grant Approval: (10/2003)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	\$81,800
3	1408 Management Improvements	\$80,000
4	1410 Administration	\$40,900
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$65,400
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$237,400
11	1465.1 Dwelling Equipment - Nonexpendable	\$150,000
12	1470 Non dwelling Structures	\$42,500
13	1475 Non dwelling Equipment	\$35,000
14	1485 Demolition	\$60,000
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$25,000
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	818,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
LA 090 HA WIDE	Operations	1406	81,800
LA 090 HA WIDE	Management Improvements	1408	80,000
	Security Improvements		
	Resident Learning Program		
	Economic Uplift Services		
	Staff Training		
LA 090 HA WIDE	Administration	1410	40,900
	Technical Salaries		
	Employee Benefits		
LA 090 HA WIDE	FEES AND COSTS	1430	65,400
LA 090 HA WIDE	Youth Build Program	1460	35,000
LA 090 SC	Senator Circle Renovations	1460	202,400
LA 090 BT	Emergency Fire Alarm/Nurse Call System	1465.1	150,000
LA 090 HA WIDE	Office Renovations and Expansion	1470	42,500
LA 090 HA WIDE	Office Equipment	1475.1	35,000
LA 090 SC	Demolition Costs	1485	60,000
LA 090 SC	Relocation Costs	1495.1	25,000

AnnualStatement
CapitalFundProgram(CFP)PartIII:Implement ationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
HA-Wide	9/30/05	9/30/06

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/ disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of the City of Houma, LA		Grant Type and Number Capital Fund Program Grant No: LA48P090501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) May 2003 In -House <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations		\$220,172	\$220,172	\$220,172
3	1408 Management Improvements Soft Costs	\$45,000	\$30,000	\$30,000	\$30,000
	Management Improvements Hard Costs				
4	1410 Administration	\$20,000	\$63,716	\$63,716	\$63,716
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$122,863	\$147,000	\$147,000	\$147,000
8	1440 Site Acquisition				
9	1450 Site Improvement	\$65,000	0		
10	1460 Dwelling Structures	\$775,500	0		
11	1465.1 Dwelling Equipment — Nonexpendable	\$25,000	\$137,105	\$137,105	\$137,105
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		\$102,870	\$102,870	\$102,870
14	1485 Demolition				
15	1490 Replacement Reserve		\$400,000	\$400,000	\$400,000
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$7,500			
18	1499 Development Activities				
19	1502 Contingency	\$40,000			
	Amount of Annual Grant: (sum of lines.....)	\$1,100,863	\$1,100,863	\$1,100,863	\$1,100,863

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of the City of Houma, LA		Grant Type and Number Capital Fund Program Grant No: LA48P090501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) May 2003 In -House <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHAName: Housing Authority of the City of Houma, LA			Grant Type and Number Capital Fund Program Grant No: LA48P090501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Operations		1406			\$220,172			
HA-Wide	Management Improvements		1408			\$30,000			
LA-90-1	Camera Security System				\$0				
	Resident Tutorial Program Project				\$0				
	Youth Sports Activities				\$0				
	Staff Training				\$15,000				On-Going
	Computer Software				\$15,000				COMPLETE
HA-Wide	Administration		1410			\$63,716			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: HousingAuthorityoftheCityofHouma,LA		GrantTypeandNumber CapitalFundProgramGrantNo: LA48P090501-00 ReplacementHousingFactorGrantNo:					FederalFYofGrant: FY2000		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Status of Work
	DigitalCopierfortheModOffice		1410		\$10,889				COMPLETE
	TechnicalSalaries(Clerk&Driver)		1410.1		\$41,240				COMPLETE
	EmployeeBenefits		1410.9		\$9,350				COMPLETE
	SundryAdvertisement		1410.19		\$2,237				COMPLETE
HAA-Wide	FeesandCost		1430			\$147,000			
	PhysicalNeedsAssessment				\$100,000				In-Progress
	HighRiseMechanicalEngineerStudy				\$47,000				
	DwellingStructures		1460			\$0			
LA-90-2	Renovationof256Units				\$0				
LA-90-1	Renovationof300Units				\$0				
	DwellingEquipment		1465			\$118,580.92			
HA-Wide	Refrigerators				\$74,215.46				COMPLETE
HA-Wide	Ranges				\$44,365.46				COMPLETE
	WindowAirConditioners				\$0				
	Non-DwellingEquipment		1475			\$121,394.08			
HA-Wide	Non-DwellingEquipAutomotive(1408)		1475.7		\$25,420				In-Progress
	LawnEquipmenttoImproveSite Appearance(1408)		1475		\$46,186.25				COMPLETE
	FloorEquipmenttoImproveCondition ofBayouTowers(1408)		1475		\$9,874				COMPLETE
	TelephoneSystem(1408)		1475		\$8,413.25				COMPLETE
	LaptopsforUPCS/REACInspections		1475		\$3718				COMPLETE
	Computers-AdministrationOffice		1475		\$10,500				COMPLETE
LA-90-2	ReplacementReserve		1490			\$400,000			
	HighRiseMechanicalSystems								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Housing Authority of the City of Houma, LA		Grant Type and Number Capital Fund Program Grant No: LA48P090501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work

<p>Annual Statement/Performance and Evaluation Report</p> <p>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</p> <p>Part III: Implementation Schedule</p>
--

[illegible]

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Houma		Grant Type and Number Capital Fund Program Grant No: LA48P090502 -01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$45,000		\$45,000	\$45,000
	Management Improvements Hard Costs				
4	1410 Administration	\$112,338		\$112,338	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$122,863		\$122,863	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$275,000		\$275,000	
10	1460 Dwelling Structures	\$368,198		\$368,195	
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$200,000		\$200,000	\$200,000
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	\$1,123,399		\$1,123,399	\$245,000

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of the City of Houma		Grant Type and Number Capital Fund Program Grant No.: LA48P090502 -01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHAName: Housing Authority of the City of Houma			Grant Type and Number Capital Fund Program Grant No.: LA48P090502-01 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Management Improvements		1408			\$45,000			
LA-90-1	Enterprise System					\$41,550			In Progress
	Staff Training					\$3,450			On-Going
HA-Wide	Administration		1410			112,338			COMPLETE
	Technical Salaries					\$85,950			
	Employee Benefits					\$25,188			
	Sundry Advertisement					\$1,200			

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartII:SupportingPages									
PHAName: HousingAuthorityoftheCityofHouma			GrantTypeandNumber CapitalFundProgramGrantNo.: LA48P090502-01 ReplacementHousingFactorGrantNo:				FederalFYofGrant: FY2001		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
HA-Wide	FeesandCost		1430			\$122,863			In-Progress
	A/EDesignFees				\$100,000				
	MechanicalEngineersStudyHighRise				\$22,863				
	SiteImprovements					\$275,000			
SenatorCircle	RenovationsofSenatorCircle								In-Progress
	DwellingStructures		1460			\$368,198			In-Progress
SenatorCircle	RenovationsofDwellingUnits								
LA-90-2	ReplacementReserves		1490			\$200,000			COMPLETE
	HighRiseMechanicalSystems								

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartIII:ImplementationSchedule									

[illegible]

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of the City of Houma		Grant Type and Number Capital Fund Program Grant No: LA48P090501 -02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$81,866		\$81,866	\$81,866
3	1408 Management Improvements Soft Costs	\$40,000		\$40,000	
	Management Improvements Hard Costs				
4	1410 Administration	\$20,000		\$20,000	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$50,000		\$50,000	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$359,433		\$359,433	
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$267,547		\$267,547	\$267,547
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	\$818,866		\$818,866	\$349,413
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Housing Authority of the City of Houma		Grant Type and Number Capital Fund Program Grant No.: LA48P090501 -02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHAName: Housing Authority of the City of Houma		Grant Type and Number Capital Fund Program Grant No.: LA48P090501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Operations		1406			\$81,806			COMPLETE
HA-Wide	Management Improvements		1408			\$40,000			In-Progress
	Resident Tutorial Program Project					\$10,000			
	Youth Sports Activities					\$5,000			
	Staff Training					\$5,000			
HA-Wide	Administration		1410			\$20,000			In-Progress
	Technical Salaries					\$15,326			
	Employee Benefits					\$4,074			
	Sundry Advertisement					\$600			
HA-Wide	Fees and Costs		1430			\$50,000			In-Progress

AnnualStatement/PerformanceandEvaluationReport**CapitalFundProgramandCapital FundProgramReplacementHousingFactor(CFP/CFPRHF)****PartII:SupportingPages**

PHAName: HousingAuthorityoftheCityofHouma		GrantTypeandNumber CapitalFundProgramGrantNo:: LA48P090501-02 ReplacementHousingFactorGrantNo:					FederalFYofGrant: FY2002		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
	A/EDesignFees				\$30,000				
	MechanicalEngineersStudyHighRise				\$20,000				
	DwellingStructures		1460			\$359,433			In-Progress
SenatorCircle	RenovationsofDwellingUnits								
LA-90-2	ReplacementReserves		1490			\$267,547			COMPLETE
	HighRiseMechanicalSystems								

AnnualStatement/PerformanceandEvaluationReport**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)****PartIII:ImplementationSchedule**

PHAName: HousingAuthorityoftheCityofHouma		GrantTypeandNumber CapitalFundProgramNo:: LA48P090501-02 ReplacementHousingFactorNo:			FederalFYofGrant: 2002			
--	--	--	--	--	------------------------	--	--	--

